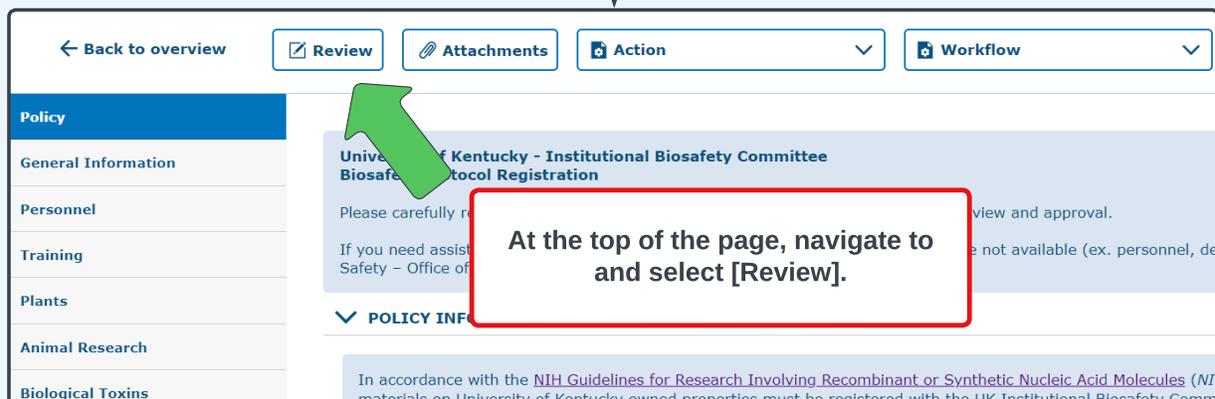
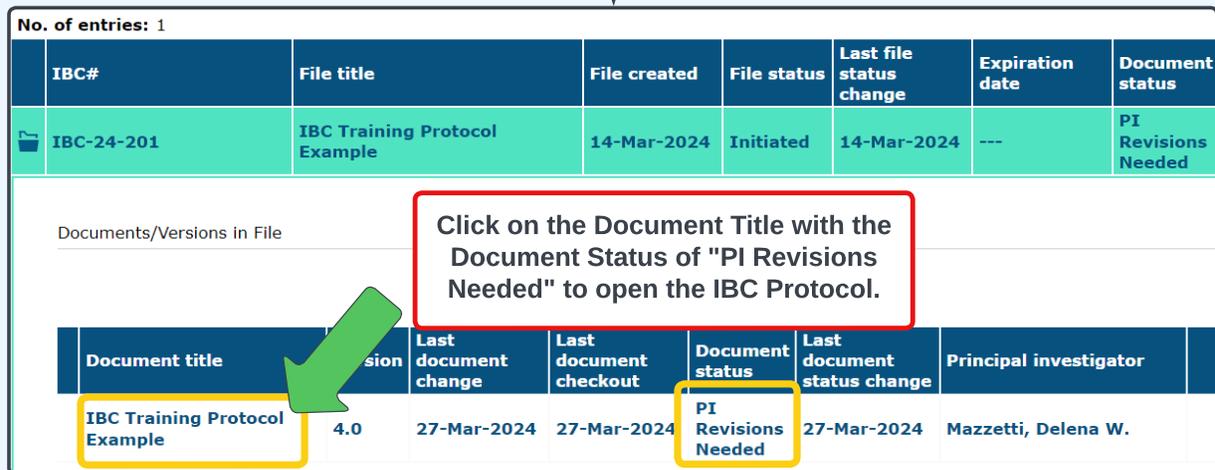
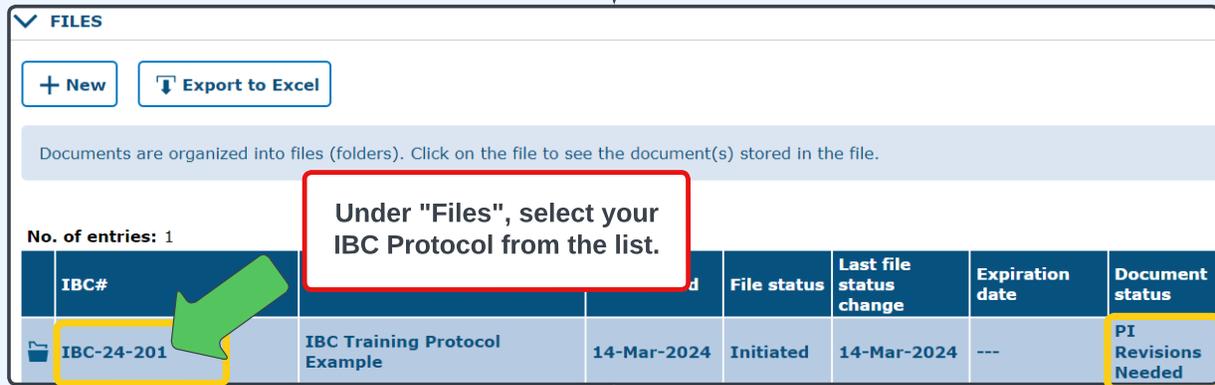
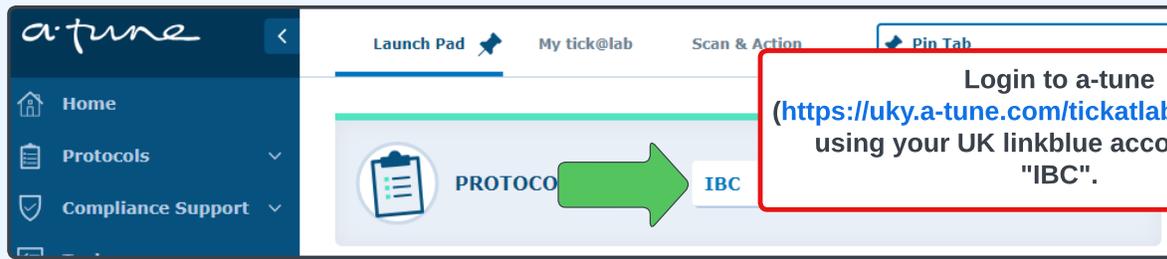


# HOW-TO: Respond to Reviewer Comments

When an IBC Protocol has been submitted for review, the reviewer(s) may have comments that need to be addressed before final approval can be issued. These comments can be viewed and the responses provided using the following steps.



# HOW-TO: Respond to Reviewer Comments

**All**

▼ FILTER & SEARCH

Apply filter Reset filter

A new window will appear, select the "All" tab at the top to see all of the comments left by reviewers.

Under "All" will be a list of all reviewer comments on each Tab section. Click on each line to view the comment.

Tab	Subject	Author	Responses	Started on		
Cell Lines	Cell Lines	Hayman, Robert W.	1	28-Mar-2024 9:11:25 ...		
Recombinant and/or Synthetic Nucleic Acid Materials	Recombinant and/or Synthetic Nucleic Acid Materials	Hayman, Robert W.	1	28-Mar-2024 9:10:12 ...		
Personnel	Personnel	Hayman, Robert W.	1	28-Mar-2024 9:09:19 ...		

\*\*Ensure your browser's popup blocker is turned off.

▼ FILTER & SEARCH

Apply filter Reset filter

Keyword:

+ Start New Topic

Subject	Author	Responses	Started on		
RESOLVED	Hayman, Robert W.	2	18-Sep-2024 10:58:39...		

If you see "RESOLVED" as the subject of a comment in the [Review] window, this indicates that the comment has been addressed. No further action on that specific comment is needed.



# HOW-TO: Respond to Reviewer Comments

**ALL**

- Policy
- General Information
- Personnel
- Training
- Plants
- Animal Research
- Biological Toxins
- Infectious Agents
- Recombinant and/or Synthetic Nucleic Acid Materials
- Human Clinical Trials
- Cell Lines
- Disinfectants, Emergency Response, Transport, Waste
- Locations
- Permits
- Scientific Summary
- NIH Guidelines and Other Applicable Regulations
- PI Certification

**FILTER & SEARCH**

Apply filter Reset filter

Keyword:

Subject: Cell Lines

Author / Created on	Topic discussion
Hayman, Robert W. 28-Mar-2024 9:11:25 AM	Please add the HEK293 cell line mentioned in the summary to the Cell Lines table.

**Response**

Type:

Save Save & Back Back

**Once selected, the reviewer comment will be displayed. Navigate to the original window that still has the protocol open.**

Back to overview Review Attachments Action Workflow

**If you are viewing a protocol and the responses are greyed-out, you need to Check-Out to Edit the protocol.**

**To Check-Out to Edit a protocol, navigate to [Action] and select "Check-out to Edit".**

**Check-Out to Edit**

Save Save New Version Print PDF Compare version Validate & Save

**PLANTS GENERAL**

Please indicate below if your microorganisms, transgenic p...

Does your research involve materials? (\*)

Yes  
Yes, this IBC protocol registration involves microorganisms affecting plants, insects and/or small animals ass... microorganisms, transgenic plants, or field trials.  
Answer the questions below.

No  
No, this IBC protocol registration does not involve microorganisms affecting plants, insects and/or small anin...



# HOW-TO: Respond to Reviewer Comments

← Back to overview   Review   Attachments   Action   Workflow

Policy

General Information

Personnel

Training

Plants

Animal Research

Biological Toxins

Infectious Agents

CELL LINES

bacteria, fungi, virus, etc. Those agents should be list

an cultures?

Yes

No

Yes, this IBC protocol registration involves work with cell, tissue, or organ cultures.

No, this IBC protocol registration does not involve work with cell, tissue, or organ cultures.

**In the original window, navigate to the section related to the reviewer comment using the Tab menu.**

← Back to overview   Review   Attachments   Action   Workflow

Policy

General

Personnel

Training

Plants

Animal Research

Biological Toxins

Infectious Agents

Recombinant and/or Synthetic

Save & Check-in

Save

Save New Version

Print PDF

Compare version

Validate & Save

Document Title:

DEPARTMENT

**Amend the section as needed to respond to the reviewer comment. Save often as you work!**



# HOW-TO: Respond to Reviewer Comments

**Navigate to the separate Review window that is still open, and record your response to the reviewer comment.**

**When finished, click [Save & Back] to return to the list of all reviewer comments.**

**When you have responded to all reviewer comments, click the red [Close Window X].**

Tab	Subject	Author	Responses	Started on		
Cell Lines	Cell Lines	Hayman, Robert W.	3	28-Mar-2024 9:11:25 ...		
Recombinant and/or Synthetic Nucleic Acid Materials	Recombinant and/or Synthetic Nucleic Acid Materials	Hayman, Robert W.	1	28-Mar-2024 9:10:12 ...		
Personnel	Personnel	Hayman, Robert W.	1	28-Mar-2024 9:09:19 ...		

**NEXT**

# HOW-TO: Respond to Reviewer Comments

← Back to overview   Review   Attachments   Action   Workflow

Policy

General Information

Personnel

When ready to submit your responses to reviewer comments, navigate to [Workflow] and select "IBC Administrative Review".

IBC Administrative Review

Withdrawn

Inactive

Please carefully read the guidance verbiage for each question to prevent delays in review and approval.

Comment:

Effective date\*: 27-11-2024

Click [OK].

Ok   Cancel

Success! You have submitted your responses to the reviewer comments for IBC Administrative Review. IBC Administrators are automatically notified via email.

# HOW-TO: Respond to Reviewer Comments

## a-tune Tips & Tricks

### Required Questions

The following activities apply to this IBC protocol registration: (\*)

- Animal work (breeding, surgeries, etc.)
- Bacterial culture
- Cell culture

Any question with an asterisk ( \* ), is a required question.

Required questions must be answered in order to submit the protocol.

### Searching & Selecting Personnel

1. To search for and select Personnel, type their name and click [Apply filter].

2. If a User is in the system, their name will appear here. Click "Teams" to display the search results for the User's name.

3. The selected User's name will appear here. Multiple Users can be added.

**Personnel Selection**

▼ FILTER & SEARCH

Click a team to show the list of team members. Selection of the root-node "Teams" selected team (or within all users).

Name:  ?

> Teams

Hayman, Robert W.

Hayman, Robert W.

4. Click [Apply current selection].

**NEXT** 

# HOW-TO: Respond to Reviewer Comments

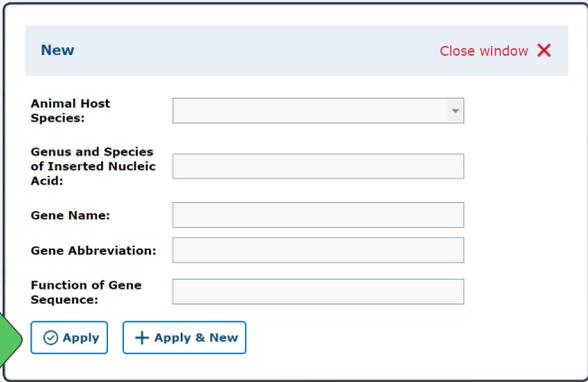
## a-tune Tips & Tricks

### Tables

**1. To add a row to a table, click the [+] icon.**



**2. A pop-up will appear, complete each field as applicable and click [Apply].**



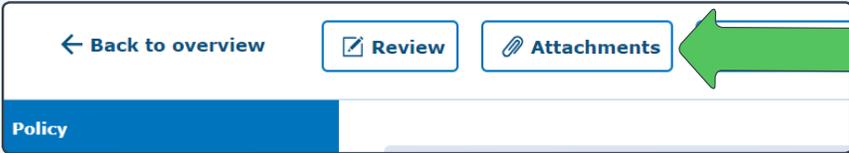
**3. Rows can be Edited, Added, Deleted, or Copied (respectively).**



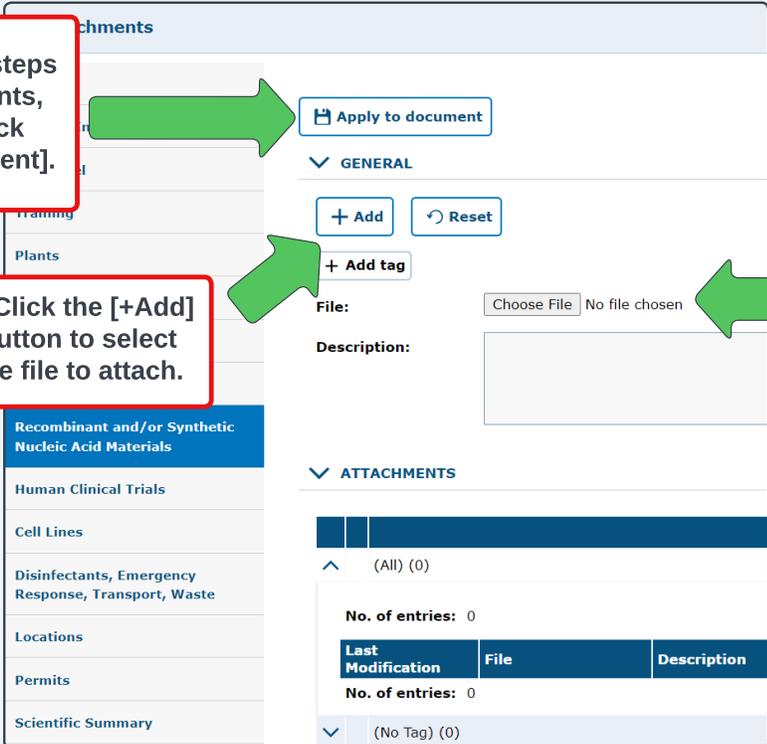
**4. Repeat these steps for all attachments, when done click [Apply to Document].**

### Attachments

**1. To attach files, select [Attachments] at the top of the page.**



**2. A new window will open. Select the Tab you want to attach a file to on the left. Click the [Choose File] button to select the file to attach.**



**3. Click the [+Add] button to select the file to attach.**

**4. Repeat these steps for all attachments, when done click [Apply to Document].**

**NEXT**

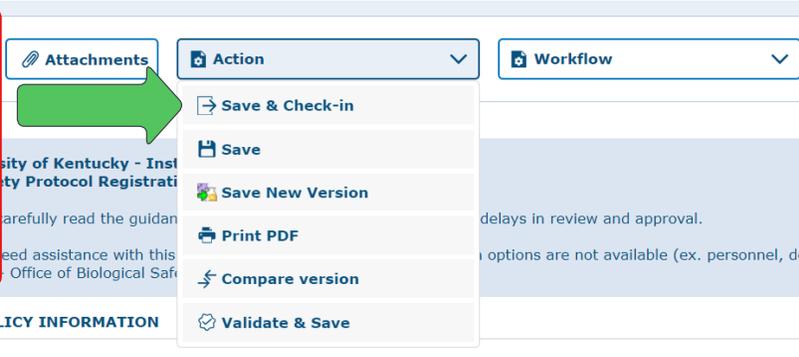
# HOW-TO: Respond to Reviewer Comments

## a-tune Tips & Tricks

### Document Check-In & Check-Out

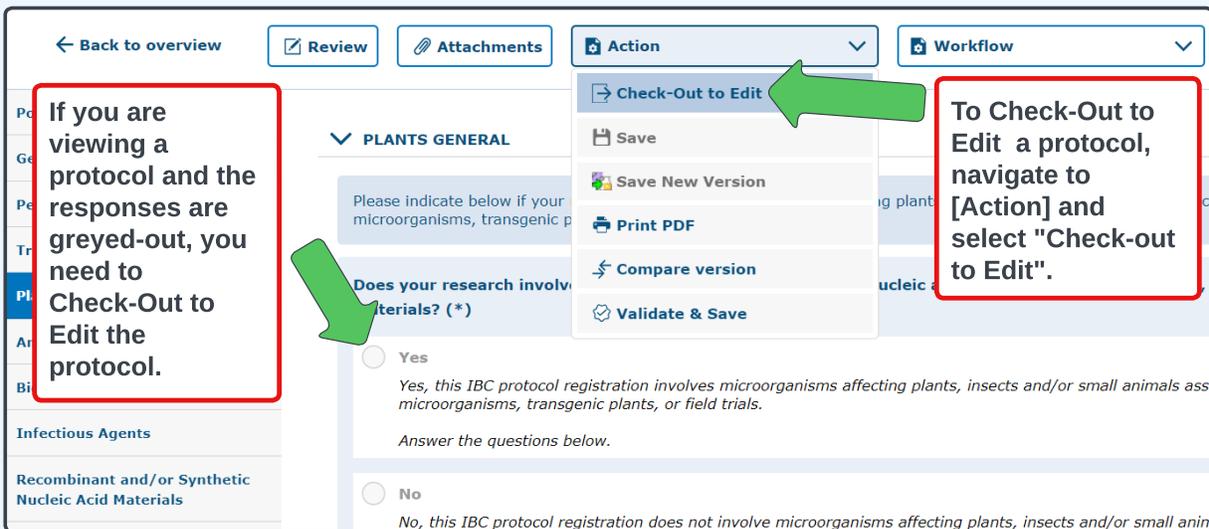
In a-tune, protocol files can be Checked-In and Checked-Out, similar to Library Books, so that only one User can actively edit the protocol. This prevents two Users from working in the protocol at the same time and saving over each other's work. If two(+) Users need to work on a protocol, then the Check-In and Check-Out feature will be important to familiarize yourself with below.

If you are editing a protocol and need to Check-In the document, navigate to [Action] and select "Save & Check-in" to allow another User to Check-Out and edit the protocol.



If you are viewing a protocol and the responses are greyed-out, you need to Check-Out to Edit the protocol.

To Check-Out to Edit a protocol, navigate to [Action] and select "Check-out to Edit".



A Red-Arrow-in-a-Box symbol means the Document is already Checked-Out by another User. You cannot make edits until it is Checked-In.

Document title	Version
Testing	1.0

When you Checked-Out a Document, this Green-Arrow-in-a-Box symbol will appear. This means that you are the only User that can edit the document right now.

Document title	Version
Testing	1.0